

Spec. Code: 4527(0923)
Occ. Area: 02
Work Area: 001
Prom Line: none
Prob. Period: 6 mo.
Effective Date: 01/07/75

**CONTINUING EDUCATION COMMUNITY COORDINATOR/
*ADULT EDUCATION COMMUNITY COORDINATOR**

Function of Job

Under administrative supervision, surveys the continuing-education needs of individuals, business and industry, clubs, and organizations informing them of degree and non-degree courses and programs offered by the university and establishing programs in the communities or business served.

Characteristic Duties and Responsibilities

1. informs or advises individuals concerning enrollment in short courses or non-academic coursework or programs; evaluates individuals' credentials to determine eligibility for admission to the university's academic programs, eligibility for retention in such programs, acceptability of transfer credits and completion of requirements for degrees or certificates
2. counsels potential students in various age groups with different educational, social, and ethnic backgrounds
3. develops new methods and procedures in university administration to facilitate the enrollment of continuing-education candidates
4. interviews the public, businesses, industries, clubs, and organizations to determine their continuing-education needs
5. surveys credit and non-credit coursework needs of business, industries, clubs, and organizations; prepares proposal for academic programming; and obtains concurrence from clients and university for the program
6. counsels and advises individuals, businesses, industries, clubs, and organizations on university academic standards
7. assists clients in registration procedures
8. programs university/public/private physical facilities for implementation of programs in communities
9. assists in the management of student academic and non-academic course records
10. compiles or assembles data to prepare administrative reports

* Denotes Alternate Title

11. conducts correspondence related to assigned duties
12. performs other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree

OR

High school graduation and three years of experience in the development, promotion, or implementation of post high school educational programs

2. One year of experience in public relations/community service activities and continuing education

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Ability to gain acceptance of proposed programs/procedures by the university and clients through verbal and written communication.
2. Ability to relate to individuals in various age groups with different educational, social, and ethnic backgrounds.
3. Managerial ability as related to job organization, control, and development.
4. Ability to speak before business and industry leaders, organizations, and clubs.
5. Ability to organize programs and courses.
6. Ability to compile and prepare statistical reports and data.

Continuing Education Community Coordinator/ *Adult Education Community Coordinator NEW
